

7580 (I)
7590 (II)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

02/10//2006

Revised

TITLE: CONSTRUCTION INSPECTOR I / II

DEFINITION

Under general supervision, to inspect workmanship and materials in a variety of public works or utility construction projects for conformance with plans, specifications and departmental regulations; and to do related work as required.

REPORTS TO: Construction Contracts Administrator, or higher level engineering staff, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Construction Contracts Administrator, or higher level engineering staff.

DISTINGUISHING CHARACTERISTICS

Construction Inspector I: This is the entry level class in the construction inspection series. Incumbents of this class perform the more routine inspection work that does not require previous construction inspection experience. Under the training concept, positions assigned to the class of Construction Inspector II, which become vacant, may reasonably be filled at the Construction Inspector I level.

Construction Inspector II: Positions in this class are normally filled by advancement from the lower class of Construction Inspector I, or, when filled from the outside require prior construction inspection experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. A Construction Inspector II works under general supervision and is expected to perform the entry range of field inspection work requiring a complete knowledge of construction inspection principles and practices. Work in this class is distinguished from that of the Construction Inspector I by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Review plans and specifications of assigned project with construction supervisor.
- Inspect materials for identification as conforming to specifications.
- Take samples of materials for examination or analyses by laboratories.
- Perform routine field tests.
- Observe and properly document work during progress and upon completion on daily diaries.
- Check line, grade, size, elevation and location of structures.
- Record amounts of materials used and work performed.
- Indicate location of various appurtenances on plans.

- Document and take appropriate action regarding safety and/or National Pollution Discharge Elimination System violations.
- Process contractor payments.
- Inspect adjacent properties for damage from construction activity.
- Confer with property owners regarding project schedule, hazards and inconvenience.
- Coordinate work with other City departments and utilities.
- Help locate other utility structures ahead of work sites.
- Schedule service interruption with least interference and least inconvenience to properties.
- Prepare as built plans for completed projects.

QUALIFICATIONS

Construction Inspector I

Knowledge of:

Principles, methods, materials, equipment and safety hazards of construction in the field of assignment.

Defects and faults in construction.

Basic computer skills.

Principles and regulations of traffic control during construction.

Ability to:

- Understand and interpret engineering plans and specifications and to prepare accurate engineering records.
- Deal firmly and tactfully with contractors, engineers and property owners.
- Follow oral and written directions.
- Communicate clearly and concisely, orally and in writing.
- Work overtime as required.
- Submit reports and documentation in a timely manner.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Four years' subprofessional engineering in area of assignment (Public Works or Public Utilities), preferably including some construction inspection experience; or four years' skilled construction experience including some trenching, soils compaction and structure placement experience and preferably including some construction inspection experience.

NECESSARY SPECIAL REQUIREMENT

Possession of or ability to obtain an appropriate, valid Class "C" California motor vehicle operator's license.

DESIRABLE SPECIAL REQUIREMENT

When assigned water construction inspection responsibilities, possession of or the ability to obtain within six months, a valid State of California Department of Health Services Water Distribution of the appropriate grade.

Construction Inspector II

In addition to the qualifications for Construction Inspector I:

Knowledge of:

- Applicable laws, regulations, codes and departmental policies.

Ability to:

- Detect and locate faulty materials and workmanship and to determine the stage of construction during which defects are most easily found and remedied.
- Perform the entire range of construction inspection activities with a minimum of supervision.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade, preferably supplemented by college level math or engineering related courses.

Experience: Two years' experience comparable to that of a Construction Inspector I in the City of Riverside.

MEDICAL CATEGORY: Group 2

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Construction Inspector I

TO: Construction Inspector II

TO: Senior Construction Inspector